



**MOTILAL NEHRU COLLEGE**  
(University of Delhi)  
**LEAVE APPLICATION FORM**

Name.....

Designation.....

Nature of Leave applied for.....

From.....to.....

No. of Days.....

Reason.....

Address during leave (If leaving Station).....

.....

Date.....

Signature of the Applicant

Remarks of Incharge.....

(Other than Teaching Staff).....

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**Office Report:**

Leave at Credit.....

Leave applied for.....

Balance of Leave at Credit.....

Forwarded for grant of leave for.....Days

Dealing Asstt.

S.O.Admin

A.O

PRINCIPAL